

**LIBRARY CLERK  
(COLLECTION SERVICES)  
811**

**DEPARTMENT:** Library/Collection

**NATURE OF WORK:**

Under the supervision of the Library Services Director (Collection), the Library Clerk (Collection Services) is responsible for processing the incoming library materials on an automated system; keeping the library shelves in order; retrieving reference materials; handling simple clerical duties; changing the status of items needing mending; and performing other duties as requested by supervisor.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Checks in library materials on automated system; changes the status of items on computer as needed.

Checks and empties all book and video drops.

Sorts and shelves library materials; shelfreads daily to maintain shelf order. Adjusts collection as needed to relieve overcrowding.

Assists in the opening and closing of the library.

Assists in maintaining neatness, order and repair of periodical collection.

Assists in maintaining neatness and order of CD collection.

Assists the reference department by checking in, taping, stamping, and routing periodicals.

Assists with implementing new procedures.

Assists collection services director with training of new shelver/clerks.

Assists in maintaining neatness of public areas of library.

Assists in processing incoming mail.

Assists bookmobile staff with storytimes, shelving, and checking out library materials.

Performs general clerical duties such as making copies of handouts and other materials as needed.

Assists administration staff with copier maintenance.

May participate in library-wide committees or projects.

Performs other duties as needed.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is located in two libraries. Work involves bending, lifting up to 25 pounds, and pushing and maneuvering book carts filled with library materials. Administers work typically standing at a counter with regular walking, light to medium lifting and other limited physical activities, some operation of computer and scanning equipment is required. Regular contact is made with employees and the general public. Computer and other office equipment as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to compare names and numbers quickly, resulting in a working knowledge of the Dewey Decimal System.

Ability and willingness to understand and carry out oral and written instructions efficiently.

Ability to work under minimal supervision.

Ability to work well with other employees and maintain good work habits in an open space.

Ability to follow through on numerous details and work well under pressure.

Ability to learn and work with the library's automated system.

Ability to lift up to 25 pounds.

Ability to use sign language.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent preferred. Experience as a shelver/clerk.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.